

UNIVERSITY OF ILORIN
ILORIN, NIGERIA

COURSEWARE ON EFFECTIVE COMMUNICATION IN HIGHER EDUCATION: THE USE OF LIBRARY

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COURSEWARE ON EFFECTIVE COMMUNICATION IN HIGHER EDUCATION:

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CHAPTER FIVE

BIBLIOGRAPHIC CITATIONS AND REFERENCING

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1.0 Introduction

In the last chapter, you have learnt about application of information and communication technologies to library services. In this unit, you will be exposed to

bibliographic citation and references. Part of what you will learn is the technicality in the way citations and references are made. No academic writing can be done without others' previous efforts on the subject. In reference to these previous efforts, the issue of bibliographic citation and referencing became very relevant and important. The unit will enable you to have proper understanding of referencing in technical/academic writings which was succinctly underscored by University of Ibadan (2006) in the statement that "No statistical details, no chemical or mechanical equations, no philosophical musings, no ground breaking discoveries, and no qualitative narratives will save a thesis without proper referencing".

You have to note that the general principle of documenting (citing) sources when you write a research work is that you should cite the source of any statement by way of facts, opinions, figures, ideas, information, etc, that other people have to give credit by showing indebtedness to the original owner(s) of such statements. To do this effectively, McCrimmon (1963) advised that you should cite your sources whenever:

(i) You use a direct quotation; that is, when you lift words or phrases verbatim from text
(ii) You copy a table, chart, or other diagram
(iii) You summarize a discussion or a distinctive structure and strategy in your own words
(iv) You construct a diagram from data, table, statistic etc provide by others
(v) You paraphrase opinion or fact which you have read rather that reached
(vi) You present specific evidence or opinion that cannot reasonably be considered common knowledge or which is not widely known

2.0 Learning Outcome

At the end of the lecture the students should be able to:

i) list all the available referencing styles;
ii) explain and cite using APA referencing styles with relevant examples;
iii) describe how to acknowledge authors whose works have been cited; and
iv) demonstrate how to cite works by single or multiple authors.

3.0 Main Contents

3.1. Bibliographic Citations and Reference

Research ethics demand that as much as it is permissible to refer to these previous studies and other writings, they must be duly acknowledged in the form of citation, which amounts to *citing* others' works. For every work thus cited, full bibliographic details are to be provided at the end of the writing in the form of ***References***.

References refer to a list of works used in the course of carrying out a

particular research, ***Bibliography*** includes these as well as other ones, which are of indirect benefit to the present effort. Such lists of materials could be of immense importance to other researchers who may be interested in related studies later.

Thus, the writer is able to *acknowledge,* as it were, all the materials, information, ideas, opinions, theories, and others' findings, consulted. This prevents one from running foul of the widely acknowledged unethical and indeed criminal practice in research, popularly known as ***Plagiarism***. It is an offence bordering on copyright infringements where a writer fails to acknowledge the intellectual properties of others, used in the course of his own work. As such, using others' intellectual properties is not the offence here; rather, it is the lack of acknowledging their rightful ownership.

Referencing simply provides for this much-desired acknowledgment; applying in all cases of research work, such that it forms a part of the criteria for judging the quality or otherwise of such works.

3.1.2. Styles of Referencing

Several forms and styles of referencing exist; all taking their roots from the age-long and traditional form being the footnote. These formats could be broadly categorized into two, namely: *Traditional* or *Classic* format (e.g. The Numbering or Footnote); and *Author/Date* format (e.g. The APA Styles).

3.1.2.1 Traditional or classic format

This referencing format had survived from the early civilization and scholarship. Great authors/writings of the ancient, the medieval and renaissance have heavily employed the use of this format; the typical example of which is the **Footnote**. Footnoting is similar to the modern day **Numbering** format as both employ the use of numbers, though in slightly differing ways. Classical writings of literary giants like William Shakespeare used footnotes for both referencing purpose and for explaining difficult aspects of their works relating to the individual pages of their works. Hence, the citations are located at the bottom of the pages where they occur following the pattern of the numbers assigned them in the body of the work. They are convenient to use as readers find information provided by the footnotes readily available on the same page; serving as a *Running Reference*. This form of referencing has the distinctive nature of employing a great deal of Latin abbreviations such as: -

i. Ibid (Ibidem) to denote "same place as a previously cited work".
ii. Op. cit (Opere citato) to denote that "the citation is in the work cited". This is quite similar to Ibid.
iii. i.e. (id est) to denote "that is".
iv. loc. cit (loco citato) to denote "the place cited".

3.1.2.2 The author date format

This is a modern format of referencing and most widely adopted at present. It has been closely associated with the specifications of the American Psychological Association (APA) Style of Referencing. Adeniyi (2001) states that this format takes its root in 1929 when it was published in the Psychological Bulletin of the Association to serve as a guide to authors in the preparation of their manuscripts. It is the product of the Association's recommendations on the standard procedure to which reference might be made in case of doubt. Since 1929, when first published, several revisions of the work came out in 1944, 1952 and 1974; gaining wider acceptance. Abdulkareem (1980) attributed the wider acceptability enjoyed by this format today to its simplicity, clarity, conciseness, objectivity and ease of understanding.

Self Assessment Question

i. Define references, bibliography and referencing.
ii. Describe at least two available referencing styles.
iii. Differentiate between traditional and author format styles of referencing.
iv. What does footnote and numbering entails in traditional format?

3.2. How to Cite within the Body of the Work

Using the *APA Styles of Referencing*, there are certain specifications, seeking to ensure standard and uniformity. The author/date order of citation is one of these; where the author's surname is provided while the publication's date (year of publication) appears in parentheses, following immediately.

e.g. Ajayi (2012), where the author's surname forms a part of the sentences or narrations, is a typical example.

But when the author's surname does not form a part of either of these, both the name and the year are contained in the parentheses separated with a comma. e.g. (Ajayi, 2012), where both do not form a part of the sentences or narratives; coming normally at the end of it.

3.2.1 Rules Guiding the Use of Quotation Marks

Some people do not seem to understand when to quote, how to quote or why using quotation at all when writing. To make a quotation implies making reference to what someone else has said or written. The quotation mark: **' ' or " "** is used to indicate the beginning and the end of a quotation. When you are quoting, you are citing directly the exact words, ideas, or facts of another person and you must give acknowledgement to the sources that you are quoting. You can indicate your quotation within the sentence using quotation marks or the quotation can be indented as a paragraph; in this case, you do not require quotation marks. Indirect quotation does not require quotation marks as well; but the words "that" must indicate the reference that you want to make.

It is true too say that a quotation does not only add authority, credibility and

interest to a work, but also provides good starting point and place for you to add clarity to the important points that you want to put across to your readers. Nevertheless, quotations are meant to be used very sparingly and occasionally too. You will end up disrupting the flow of ideas in your work if you choose to use quotation indiscriminately. Even, some people tend to allow their quotations to be so lengthy to take almost half of a page! It is better to paraphrase than write lengthy or frequently quotations. It is therefore better for you to ensure that quotations do not take more than 20% of your work.

Using others' works involves either paraphrasing or summarising the ideas or opinions expressed therein in one's own words. Writers also quote verbatim from the sources (i.e. word for word). There are rules guiding the use of any of these. For instance, direct quotations containing statements that are more than 50 words, or more than three type-written lines must be indented; in which case, there would be no need for the use of the quotation marks as in the example below: -

Example

> In his contribution on the nature of reference materials, Adeyemo (2012) remarks that: -Display quotations of 40 or more words in a freestanding block of typewritten lines, and omit the quotation marks. Start such a *block quotation* on a new line, and indent the block about 1/2 in. (1.3 cm, or five space) from the left margin (in the same position as a new paragraph). If there are additional paragraphs within the quotation, indent the first line of each additional 1/2 in. The entire quotation should be double-spaced. (Adeyemo, 2012, p. 117).

With this type of long, verbatim quotation, typing is to be in single line spacing while the margins on both sides are clearly shown and marked out distinctly with a space before and after the quotation. Note also that the citation i.e. Adeyemo (2012) may come up immediately at the end of the quotation whereby both the name and date appear in parenthesis as against the arrangement above. But quotations containing fewer than 40 words or lesser than 3 type-written lines should not be indented. Such is expected to run along in the body of the work; using of the quotation marks i.e. "...". When there are quotes within quotations, single quotation marks ('...') are used to set out one from the other. Example - In his discussion on the types of research, Aina (2012) states, *"there are two main types of research. These are 'basic' or 'pure' as well as 'applied' research"*.

3.2.2 *Rules Guiding the Use of Ellipses*

This involves the use of three dots also known as *Ellipsis Points* (...), coming either at the beginning, in the middle or even the end of the quotation; each having its own significance.

3.2.3 Some Examples Using the APA Style

I. When the dots appear at the beginning of the statement, it means other statement(s) had preceded the portion being quoted with the quotation mark extending out to its beginning e.g. "... affirming that it is good to be good".

ii. When in the middle, it means, other statement(s) not considered as of great relevance to the issue at hand have been omitted. This is usually done at the discretion of the author and it could come up at any point within the quotation e.g. "considering the ever-dwindling state of our economy, high rate of unemployment..., one cannot but conclude that the nation is presently in a sorry state".

iii. If at the end, it means there are other statement(s) in the quotation which the writer did not deem fit to be included in his own work, for reason(s) best known to him. e.g. "considering the ever-dwindling state of our economy and high rate of unemployment, one cannot but conclude that the nation is presently in a sorry state ...". Note that only three dots are used for these purposes and not more or less as anything outside this would be against the rule.

3.2.4 Rules Guiding the Use of Wrong Quotations

When using direct quotations, accuracy of quotes must be ensured; to the extent that works misused or misspelled are to appear as contained in the sources. To show that the mistake was noted, thereby preventing confusion on the part of the reader, the Latin word **'sic'** is written in a parenthesis ( ) and underlined right in front of the mis-spelled or misused word. The **{sic}** is an indication that the writer is aware of the mistake contained in the quotation thereby drawing readers' attention to it.

Example
Arising from the findings of his study, Tunji (2011) concludes, ***"All stakeholders' hands must be on deck to solve the problem ones (sic) and for all"***.

3.2.5 Citing Works of Two Authors

If a citation is the product of two authors, both surnames should appear with the date; following the usual patterns such as: -

Example
Ade and Issa (2011) or *(Ade and Issa, 2011),* **depending on the location of citation in the text.**

3.2.6. Citing Works of Two or More Authors

Where the authors are more than two but not more than six, all of their surnames must be cited at their first appearance in the text while subsequent citations take cognizance of only the first named-author followed by et. al, before the date.

Examples
When first cited, it takes this form: -
*Amina, Yemi, Musa and Funsho (2010)*or
(Amina, Yemi, Musa and Funsho, 2010)
When subsequently cited, it takes this form: -
*Amina et al. (2010)*or
(Amina et al., 2006)

3.2.7 Citing Corporate Authorship

The same rule applies in corporate authorships, involving organizations, government and non-governmental agencies, corporations, associations, and other unions; especially for such corporate authorships whose names are too lengthy; in which case, the full name would be written only at the first instance in the body text and then abbreviated in subsequent instances. If they are not too long, however, they may be repeated in their full forms.

Example 1
When first cited: -
United Nations Educational Scientific and Cultural Organization (2010)
When subsequently cited: -
UNESCO (2010)or
(UNESCO, 2010)

Example 2
When first cited: -
National Council on Privatisation and Commerce
When subsequently cited: -
*NCPC (2010)*or
(NCPC, 2010)

Example 3
When first cited: -
National Agricultural Production Research Institute (2011)
When subsequently cited: -
*NAPRI (2011)*or
(NAPRI, 2011)

3.2.8 Citing Several Works of an Author

When citing several works of an author, which have been used in the present work, the dates of publication become the main distinguishing element. Regardless of how they had occurred in the body of the work, they are distinguished in the portion under references by their years of publication, which should be in chronological order; as shown in the examples below:

Examples
Olanrewaju (2006)
Olanrewaju (2009)
Olanrewaju (2011)
or
Olanrewaju (2006a)
Olanrewaju (2006b)
Olanrewaju (2006c)

The chronological arrangement as shown above should be the determining factor when writing out the references, regardless of how they occur in the body of the work. This is similar to the arrangement of such works in the way they are cited in the text, which is as thus:

Example
Olanrewaju (2006, 2009, 2011)
or
(Olanrewaju, 2006, 2009, 2011)

An important point to note here is that such works, though written by the same author, have different contents. They are only considered together because of a common idea which runs through them, that the present work finds relevant.

3.2.9 *Citing Works of the Same Year*

Similar to the above is a situation whereby two or more works are published the same year either by the same or several authors. The rule regarding this stipulates that such works be arranged in the order of the alphabets a, b, c, d etc. which would be appended to the years of publication.

Example 1
Olanrewaju (2002a, 2002b, 2002c, 2002d)
or
(Olanrewaju 2002a, 2002b, 2002c, 2002d)

Example 2
Olanrewaju and Gafar (1999a, 1999b, 1999c, 1999d)
or
(Olanrewaju and Gafar, 1999a, 1999b, 1999c 1999d)

3.2.10 *Citing Works without Authors*

If the work has no author, as in the case of some newspaper and magazine writings or other classical, anonymous writings, the source title becomes the issue in focus.

Example 1
In one of its editorial columns, The Nation (2012) made a passionate appeal to the Federal Government to reconsider its current embargo on employment.

Example 2
In one of its recent issues, Tell (2011) took a critical look at the current spate of insecurity across the land.

3.2.11. *Citing Internet Sources*

Citing sources from the Internet is only slightly different from the others, especially when the author's name is provided. Where this does not exist, however, (as is sometimes the case), the site address from where the information was provided becomes the reference point.

Example 1
While contributing to the discourse on what the essential components of information are, Opara (2003) states that ...
Example 2
Sometimes, the review of literature can highlight the gaps and weaknesses in previous studies in order to justify a new study (http://www.into-today.com, 2003).
Example 3
An all-embracing definition of Information was provided by http://www.Info-today.com (2003) stating that ...

3.2.12. Referencing Samples

Edited Work
Zainab, B. F. (2010). *"The Nature and Use of Serials"*. In B. B. Ayodele & A . O . Issa (eds.)*Library and Information Science: An Introductory Text*. 2nd ed. Lagos: University of Lagos Press. 42-59.
Unedited Work
Aliyu, M.B. (2012). *A Beginner's Text on Librarianship*. Essential Text for Library School Students in Nigeria. Offa: Wunmi Commercial Press.
Joint Authorship
Adeyemo, S.A. & Amusan, B. (2011). *Library and Information Science: An Introductory Text*. Offa Dee Root. 10.
Seminar/Conference Paper
Abdulkadir, O. L. (2011). *"Social mobilization through the broadcast media for national integration and development"*. A paper presented at the 1st National Conference of the School of General Studies held at the Federal Polytechnic, Offa. 23rd-25th March. P. 4.
Journal Paper
Oyinloye, A .M. (2008). *"The Internet: Challenges for Academic Libraries in*

Nigeria".Focus on International and Comparative Librarianship. 29 (3). 146-151.

Newspaper/Magazine (With Author)

Jibade, O.M. (1996). *"Presidential Primaries: The Rigging Game".* Tell, 34. August 24. 11.

Without Author

"Presidential Primaries: The Rigging Game" (2003). Tell, 34. August 24. 11-13.

Internet Resources

One Author

Salton, D.C. (1998, March). *Sex, lies and the APA. Psycoloquy.* Retrieved August 13, 2012, from http://www.lib.ncsu.edu/stacks/psycoloquy-index.html

Three or more Authors in a Scholarly Journal (Database)

Borman, W.C., Hanson, M. A., Oppler, S.H., Pulakos, E.D. & White, L.A. (1993). *"Role of Early Supervisory Performance".* Journal of Applied Psychology78.Pp.443-449. Retrieved Oct. 23, 2012, from PsycARTICLES database

e-Journal Article from the Internet

vandenBos, G., Knapp, S. and Doe, J. (2001) *"Role of Reference Elements inthe Selection of Resources by Psychology Undergraduates".* Journal of Bibliographic Research 5. Pp. 117-123. Retrieved Oct. 13, 2008, from, http://jbr.org/articles.html.

Daily Newspaper Article

Hilts, P.J. (1999) *"In Forecasting their Emotions, People Flunk Out".* New YorkTimes. Feb. 16. Retrieved Nov. 21, 2000, from http://www.nytimes.com.

Organisation/Government/Personal Web Page

U.S. General Accounting Office. (1997) *Telemedicine: federal strategy is neededto guiding investments.* Publication No. GAO/NSAID/HEHS-97-67. Feb. Retrieved Sept. 15, 2000, fromhttp://www.access.gpo.gov/su_docs/aces/aces160.shtml?/gao/index.html

Self Assessment Question

i. Describe how to cite work by two authors.
ii. Describe how to cite work without author.
iii. Demonstrate the citation works from the internet and newspaper.
iv. Give five examples of reference samples.

3.3. Requirements for Good Academic Paper Presentation

Some of these are:

a. well-written paper;
b. ability to "talk to the paper";
c. time consciousness/management;
d. presenting the essential highlights only; and
e. deploying effective communication skills.

Self Assessment Question

a. What are academic papers?
b. Describe the requirements for good academic paper presentation

3.4. Observed Mistakes Commonly Associated with Academic Paper Writing

Some of these are:

a. improper outlay of the title page;
b. warped idea of what the *Abstract* should contain;
c. confused framework of research/empirical paper as against an article;
d. converting lecture notes into articles;
e. dangerous tendency for plagiarism;
f. improper referencing; and
g. mechanical/grammatical defects

Self Assessment Question

i. Describe the common mistakes associated with the academic paper writing.

4.0. Summary

In this unit, you ought to have been able to:

- Explain the bibliographic citations and references including styles of referencing such as traditional and classic formation
- Describe how to cite within the body of the work taking note of the various guiding principles.
- Describe the requirements for good academic paper presentation
- Observed the common mistakes associated with academic paper writing

5.0. Tutor Marked Assessment

i. Define references, bibliography and referencing.
ii. Describe at least two available referencing styles.
iii. Differentiate between traditional and author format styles of referencing.
iv. What does footnote and numbering entails in traditional format?
v. Describe how to cite work by two authors.

vi. Describe how to cite work without author.
vii. Demonstrate the citation works from the internet and newspaper.
viii. Give five examples of reference samples?
ix. What are academic papers?
x. Describe the requirements for good academic paper presentation
xi. Describe the common mistakes associated with the academic paper writing.
xii. What is the importance of bibliographic citations and referencing?
xiii. Differentiate between References and Bibliography.
xiv. What is Plagiarism?
xv. Discuss two (2) formats of referencing and give examples of the styles associated with each format.
xvi. What are some of the rules guiding the use of quotation marks?

6.0 References

AbdulKareem, A.Y. (1995). Selecting a research topic. In Jimoh, S.A. Research methodology ineducation: An interdisciplinary approach. Ilorin: University of Ilorin Library and PublicationsCommittee. 87-92.

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7.0. Further Reading

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University of Queensland Library (2001). *References/Bibliography Vancouver style: Quick guide – how to use it*. Retrieved from http://www.library.uwa.edu.au/